
CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

SECTION 1101.0 DESIGN BUILD PROCEDURES:

The **PROCEDURES FOR UTILIZING DESIGN-BUILD (D/B) CONTRACTS** which follow were adopted by the Secretary of Administration on September 7, 1988 and previously included in Chapter IX of the *Commonwealth of Virginia Capital Outlay Manual*. These procedures remain in effect and all references in other documents to the Design Build Procedures in Chapter IX of the *Commonwealth of Virginia Capital Outlay Manual* shall be interpreted to mean these Design Build Procedures in SECTION 1101.0 of the **Commonwealth of Virginia Construction and Professional Services Manual – 2003 Edition**.

PROCEDURES FOR UTILIZING DESIGN-BUILD (D/B) CONTRACTS

In accordance with the provisions of § 2.2-4306 of the *Code of Virginia* I hereby adopt the following procedures for the procurement of Design-Build contracts, which shall be followed by all departments, agencies and institutions of the Commonwealth. These procedures shall be effective July 1, 1988.

- A. **LEGISLATIVE AUTHORITY:** Under authority of § 2.2-4306 of the *Code of Virginia*, the Commonwealth may contract to secure Design-Build (D/B) projects on a fixed price basis in accordance with these procedures. Under authority of § 2.2-4303 (D)(1) of the *Code of Virginia*, the Commonwealth is authorized to use competitive negotiations to procure Design-Build contracts.
- B. **CRITERIA FOR USE OF DESIGN-BUILD CONTRACTS (D/B):** Design-Build contracts may be approved for use on building projects in the following general categories: warehouse/storage buildings, garage/ maintenance shops, general mercantile buildings, single-story administrative buildings, recreational and concession buildings, exhibition and agricultural buildings and housing.
- C. **PROCEDURE FOR APPROVAL TO USE D/B:** The Agency shall request authority, in writing, to use a D/B contract. Normally the written request will be submitted with the Capital Project Request for the project. (See the Commonwealth Planning and Budgeting System Manual.)

The request shall justify and substantiate that Design Build is more advantageous than a competitive sealed bid construction contract with a general contractor and shall indicate how the Commonwealth will benefit from using D/B. The request shall also include a written justification that sealed bidding is not practical and/or fiscally advantageous. If the Agency desires an exception to the rule set forth in Paragraph D.3(g) hereof, that the contract be awarded to the lowest cost offeror which has submitted an acceptable Technical Proposal, the Agency must submit a request for an exception along with its request for authority to use Design-Build Contract.

Exceptions may be granted by the Director, Division of Engineering and Buildings. The Director, Division of Engineering and Buildings, is the approving authority for requests to use D/B procedures.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

- D. DESIGN-BUILD SELECTION PROCEDURES: On projects approved for Design-Build, procurement of the contract shall be a two step competitive negotiation process. The following procedures shall be used in selecting a Design-Builder and awarding a contract:
1. The Agency shall appoint an Evaluation Committee which shall include a licensed professional engineer or architect from the Division of Engineering and Buildings. Agency members should include licensed professional engineers/architects if possible.
 2. Selection of Qualified Offerors (STEP I)
 - a. The Agency shall publish notice of its invitation for Design-Builders to submit qualifications. The notice shall appear in at least two daily newspapers and on the On-Line Bids page of eVA, Virginia's central electronic procurement website. The URL is <http://vbo.dgs.state.va.us>. The requirement to publish on eVA may be waived by the Director of Engineering and Buildings in order to expedite the process.
 - b. The Committee shall evaluate each responding firm's submittals and any other relevant information and shall select no more than five offerors deemed most suitable for the project.
 3. Selection of Design-Build Contractor (STEP II)
 - a. The Agency shall prepare a Request for Proposal (RFP) containing the Agency's Facility Requirements, building and site criteria, site and survey data, the criteria to be used to evaluate submittals and other relevant information.
 - b. The Agency will invite a minimum of two and a maximum of five D/B offerors deemed most suitable for the project, from those selected by the Committee to submit Technical and Cost Proposals. Sealed Technical Proposals will be submitted to the Evaluation Committee. Separately sealed Cost Proposals will be submitted to the Agency Treasurer/ Fiscal Officer, secured by and kept sealed until evaluation of the Technical Proposals and the design development negotiations are completed.
 - c. The Evaluation Committee will evaluate the Technical Proposals based on the criteria contained in the RFP. It will inform each D/B offeror of any adjustments necessary to make its Technical Proposal fully comply with the requirements of the RFP. In addition, the Agency may require that offerors make design adjustments necessary to incorporate project improvements and/or additional detail identified by the Committee during design development.
 - d. Based on the revisions made to the Technical Proposals, the Committee and an offeror may negotiate additive and deductive amendments to the offeror's Cost

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

Proposals. In addition, an offeror may submit cost deductions from its original sealed cost proposal which are not based upon revisions to the Technical Proposals.

- e. At the conclusion of Design Development, the Evaluation Committee shall publicly open, read aloud, and tabulate the Cost Proposals. It shall add to or subtract from the Cost Proposal any cost adjustments contained in amendments submitted by a D/B offeror.
- f. The Committee shall make its recommendation on the selection of a Design-Builder to the agency head based on its evaluation and negotiations. The agency head shall select the Design-Builder.
- g. Award of the D/B contract shall be made to the offeror which submits an acceptable Technical Proposal at the lowest cost, unless the Agency has received the approval of the Director of Engineering and Buildings to award on an alternate basis.
- h. The Agency shall notify the Division of Engineering and Buildings of the Agency head's selection of the Design-Builder and shall request authority to award a contract by submission of GS Form E&B CO-8 and supporting documents for the Governor's approval.
- i. Upon receipt of the Governor's approval to award the contract, the Agency will notify all offerors who submitted proposals which offeror was selected for the project. In the alternative, the Agency may notify all offerors who submitted proposals of the Agency's intent to award the contract to a particular offeror at any time after the Agency has selected a Design-Builder, without waiting for the Governor's approval.

/s/ Carolyn J. Moss Sep 07, 1988
Secretary of Administration Date

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

1101.1.1 CHECKLIST FOR DESIGN BUILD PROCUREMENT – BASIC PROCEDURE

- Prepare justification for using Design Build procedure.
- Obtain approval to use Design Build procedure.
- Establish DB Building Committee (Evaluation Committee)
- Select A/E consultant or have licensed professional on staff to prepare Preliminary level “scope and criteria” design. Standard procedures used to select the Owner’s A/E
- Have Owner’s A/E prepare schematics for Owner’s approval / changes and then prepare Preliminary Documents (at least single line plans and elevations and outline specs to describe materials to be used and minimum level of quality and/or performance of systems.)
- Advertise for interested Design Builders to submit qualifications or interest (RFQ) showing qualifications of both the ‘Designer’ to be used and the ‘Builder’ to do the construction
- Reference CO-7DB to be used as the General Conditions of the Design Build Contract and the CO-9DB as the Contract form to be used
- Receive responses / qualifications
- Review Responses and short list 3 (minimum) to 5 (preferred) qualified Design Builders to receive full Request For Proposal
- Prepare the RFP using above Preliminary Documents for the short listed DB Proposers. Obtain Copy of Design Build General Conditions from BCOM and use CO-7 DB for the DB project
- Distribute the formal RFP to the selected group with deadline for submitting both a Technical Proposal and a Cost Proposal (cost proposal to be in seal envelope like Bid).
- The Owner’s A/E will also usually act as Owner’s Rep to review DB Proposer’s Technical Proposals for the design for conformance with the RFP and for conformance with the RFP during the Design Phase
- Evaluate Technical Proposal from each respondent for conformance with requirements of the RFP.
- If changes are required, to meet clarify and/or your requirements, advise each proposer of those clarifications and allow each to submit a revised Technical Proposal and a sealed modification to its previously submitted cost proposal. Specify deadline.
- Make presentation to AARB for approval of each proposed Design or gamble and wait till cost proposals are opened and then submit the winning / low price design; Your choice!

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

- Review revised Technical Proposals for compliance with the requirements of the RFP and clarifications issued. Assuming changes required were made, all proposals, though they may have different features, would now meet the requirements of the RFP. (EQUALLY ACCEPTABLE WITH RESPECT TO THE RFP CRITERIA)
- Open Cost Proposals from each Proposer along with any cost modifications submitted. Since ALL PROPOSALS meet the RFP requirements, award contract to the lowest price. COMPETITION IS REQUIRED. MUST HAVE AT LEAST 2 PROPOSERS TO OPEN. IF ONLY ONE PROPOSER, START OVER !!!!!
- DB Contractor obtains and submits Performance Bond and Labor & Material Payment Bond, etc, and sign contract.
- Have 'Predesign' meeting with BCOM to coordinate the documents that will be required for the Building Permit and whether partial permits will be issued for sitework phase, foundation phase and building phase.
- Submit documents to BCOM for Review and Building Permit. Note that Owner / Agency still must have independent structural and special inspections and that the work must still be inspected by other than the DB Contractor to assure conformance with the plans and specs.
- Inspections by BCOM and State Fire Marshal's Office Reps are required and a Certificate of Occupancy is required.

NOTES

- Builder must be licensed as a Class A Contractor in Virginia by DPOR
- Designer must be licensed in Virginia by DPOR as an Architect and /or Professional Engineer
- Design must conform to scope as authorized by CO-2
- Design must conform to CPSM Chapter 7 - Technical Requirements
- Design must conform to current VUSBC
- Must use all applicable CO- Forms, Contracts, etc for the project
- Must use CO-7DB for General Conditions
- Must use CO-9DB for Contract

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

1101.1.1 CHECKLIST FOR DESIGN BUILD PROCUREMENT – USING PROTOTYPE

- Prepare justification for using Design Build procedure. Obtain approval to use Design Build procedure.
- Establish DB Building Committee (Evaluation Committee)
- Select A/E consultant or have licensed professional on staff to oversee design
- Select Prototypical Design to use (Plans and Specs)
- List deviations or changes required and prepare Site Plan and Elevations
- Since Prototype will be used, make presentation to AARB for approval at this location
- Prepare the RFP for the short listed DB Proposers
- Advertise for interested Design Builders to submit qualifications or interest (RFQ) showing qualifications of both the 'Designer' to be used and the 'Builder' to do the construction
- Receive responses / qualifications
- Review Responses and short list 3 (minimum) to 5 (preferred) qualified Design Builders to receive full Request For Proposal
- Distribute the formal RFP to the selected group with deadline for submitting both a Technical Proposal and a Cost Proposal (cost proposal to be in seal envelope like Bid).
- Evaluate Technical Proposal from each respondent for conformance with requirements of the RFP. If changes are required, to meet clarify and/or your requirements, advise each proposer of those clarifications and allow each to submit a revised Technical Proposal and a sealed modification to its previously submitted cost proposal. Specify deadline.
- Review revised Technical Proposals for compliance with the requirements of the RFP and clarifications issued. Assuming changes required were made, all proposals, though they may have different features, would now meet the requirements of the RFP. (EQUALLY ACCEPTABLE WITH RESPECT TO THE RFP CRITERIA)
- Open Cost Proposals from each Proposer along with any cost modifications submitted. Since ALL PROPOSALS meet the RFP requirements, award contract to the lowest price.
- Obtain Bonds, etc, and sign contract.
- Have 'Predesign' meeting with BCOM to coordinate the documents that will be required for the Building Permit and whether partial permits will be issued for sitework phase, foundation phase and building phase.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

- Submit documents to BCOM for Review and Building Permit. Note that Owner / Agency still must have independent structural and special inspections and that the work must still be inspected by other than the DB Contractor to assure conformance with the plans and specs.
- Inspections by BCOM and State Fire Marshal's Office Reps are required and a Certificate of Occupancy is required.

NOTES

- Builder must be licensed as a Class A Contractor in Virginia by DPOR
- Designer must be licensed in Virginia by DPOR as an Architect and /or Professional Engineer
- Design must conform to scope as authorized by CO-2
- Design must conform to CPSM Chapter 7 - Technical Requirements
- Design must conform to current VUSBC
- Must use all applicable CO- Forms, Contracts, etc for the project

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

SECTION 1102.0 CONSTRUCTION MANAGEMENT PROCEDURES:

The **PROCEDURES FOR UTILIZING CONSTRUCTION MANAGEMENT (CM) CONTRACTS** which follow were adopted by the Secretary of Administration on September 7, 1988 and previously included in Chapter IX of the *Commonwealth of Virginia Capital Outlay Manual*. The procedures were modified in December 2003, posted, and subjected to a public hearing. The procedures below are those adopted by the Secretary of Administration on December 18, 2003 after the public hearing. All references in other documents to the Construction Management Procedures in Chapter IX of the *Commonwealth of Virginia Capital Outlay Manual* shall be interpreted to mean these Construction Management Procedures as revised in SECTION 1102.0 of the **Commonwealth of Virginia Construction and Professional Services Manual - 2003 Edition**.

PROCEDURES FOR UTILIZING CONSTRUCTION MANAGEMENT (CM) CONTRACTS

In accordance with the provision of § 2.2-4306 of the *Code of Virginia*, I hereby adopt the following procedures for the procurement of construction management contracts which shall be followed by all departments, agencies and institutions of the Commonwealth (each of which is hereinafter referred to as the "Agency"). These procedures shall be effective January 1, 2004.

- A. **LEGISLATIVE AUTHORITY:** Under authority of § 2.2-4306 of the *Code of Virginia*, the Commonwealth may enter into a contract with a Construction Manager in accordance with these procedures. Under authority of § 2.2-4303 (D) (1) of the *Code of Virginia*, the Commonwealth is authorized to use competitive negotiation to procure Construction Management contracts.
- B. **CRITERIA FOR USE OF CONSTRUCTION MANAGEMENT:** Construction management (CM) contracts may be approved for use on projects with an estimated construction cost in excess of \$10,000,000 where 1) fast tracking of construction is needed to meet Agency program requirements and/or 2) where value engineering and/or constructability analyses concurrent with design are required. Projects under \$10,000,000 may be authorized for the use of construction management contracting if the agency can demonstrate compelling circumstances.
- C. **PROCEDURE FOR APPROVAL TO USE CONSTRUCTION MANAGEMENT:** The Agency shall request authority, in writing to the Director of the Division of Engineering and Buildings, to use a CM contract.

The request shall justify and substantiate that a CM contract meets the criteria found in paragraph B above and the use of CM is more fiscally advantageous than a competitive sealed bid construction contract with a general contractor.

The Director of the Division of Engineering and Buildings is the approving authority for requests to use CM.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

- D. PREQUALIFICATION PROCEDURES: On projects approved for CM, the Agency shall proceed as follows to pre-qualify offerors who may submit proposals.
1. The Agency shall appoint an Evaluation Committee which shall include a licensed professional engineer or architect provided by the Division of Engineering and Buildings. Agency members shall include licensed design professional, if possible.
 2. The Agency shall publish an invitation to pre-qualify in at least two daily newspapers and on the On-Line Bids page of eVA, Virginia's central electronic procurement website. The URL is <http://vbo.dgs.state.va.us>. The requirement to publish on eVA may be waived by the Director of Engineering and Buildings in order to expedite the process.
 3. The Committee shall evaluate each responding firm's submittals and any other relevant information and shall determine those deemed qualified with respect to the criteria established for the project.
 4. In addition to the procedures described above for pre-qualifying firms for individual CM projects, the Division of Engineering and Buildings may establish prequalification procedures for particular types of construction projects in accordance with § 2.2-4317 of the *Code of Virginia* and firms qualified under that procedure may compete for projects of the type for which they qualified unless the Director of the Division of Engineering and Buildings determines that further pre-qualification for particular project is desirable.
- E. SELECTION PROCEDURES:
1. The Evaluation Committee will send Request for Proposals (RFP) to the pre-qualified firms and request submission of formal proposals from them.
 2. The Committee will evaluate and rank the proposals and conduct negotiations with two or more offerors submitting the best proposals. Should the Agency determine in writing and at its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, then, with the consent of the Director of the Division Engineering and Buildings, a contract may be negotiated with and awarded to that offeror.
 3. The Committee shall make its recommendation on the selection of a Construction Manager to the Agency head based on its evaluation and negotiations. The Agency head shall select the Construction Manager.
 4. The Agency shall notify the Division of Engineering and Buildings of the Agency head's selection of the Construction Manager and shall request authority to award a contract by submission of GS Form E&B CO-8 and supporting documents for the Governor's approval.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

5. Upon receipt of the Governor's approval to award the contract, the Agency will notify all offerors who submitted proposals which offeror was selected for the project. In the alternative, the Agency may notify all offerors who submitted proposals of the Agency's intent to award the contract to a particular offeror at any time after the Agency head has selected the Construction Manager without waiting for the Governor's approval.
- F. **REQUIRED CONSTRUCTION MANAGEMENT CONTRACT TERMS:** Any Guarantee Maximum Price construction management contract entered into by any department, agency or institution of the Commonwealth will contain provisions requiring that (1) not more than 10% of the construction work (measured by cost of the work) will be performed by the CM with its own forces and (2) that the remaining 90% of the construction work will be performed by subcontractors of the CM which the CM must procure by publicly advertised, competitive sealed bidding. In extraordinary circumstances the Director of Division of Engineering may grant a waiver of these contractual requirements in whole or in part.

/s/ Sandra D. Bowen 12-18-03
Secretary of Administration Date

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

Section 1102.2 Guide for using Construction Management or CM/GC

- CM/GC is Construction Management where the CM provides a Guaranteed Maximum Price (GMP) for the Construction and all related services and is 'At Risk' for bringing the project in within the GMP
- Compare project criteria to determine if it qualifies for consideration for CM/GC
- Prepare justification and request for approval to use CM/GC
- Determine criteria for CM/GC qualification
- Determine scope of services for CM/GC to perform during the Pre-construction (design) phase of the project
- Assuming project is approved for use of CM/GC, prepare an RFQ/RFP for posting and Advertisement
- Selection and contract will be in 2 phases or parts
- Part or Phase 1 will be Pre-construction period services which will be subject to the Terms and Conditions for Non-professional services and will be performed for a stipulated or fixed amount.
- Part 2 or Phase 2 Construction period services / construction will be contingent upon the CM/GC providing an agreeable GMP to the Owner. If a GMP cannot be agreed upon, the Contract for phase 1 is concluded and terminated and the Agency requests a GMP from the other qualified CM/GC's or since the documents are substantially complete, the project may be Bid.
- The CO-7 General Conditions apply to the construction contract.
- Any special arrangement on the CM/GC Contract (CO-9 CM/GC) can be stipulated in an MOU attached to that contract.

(Note Standard forms for these Contracts will be posted on the Forms Center when approved for use.)

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

SECTION 1103.0 PREQUALIFICATION PROCEDURES

- 1103.1** An agency may prequalify contractors for a particular construction project and limit consideration of bids or proposals to prequalified contractors (*Code of Virginia*, §2.2-43??). The procedures contained in this Section 1103.0 shall be used for prequalification of contractors for a particular construction project. The agency may prequalify general contractors or selected subcontractors or both. Any prequalification of contractors and/or subcontractors shall be conducted in accordance with the procedures stipulated in this Section and *Code of Virginia*, §2.2-43??, and sufficiently in advance of the bid receipt date to allow potential contractors a fair opportunity to complete the process.
- 1103.2** The objective of prequalification shall be to qualify as many contractors as possible to bid on the proposed work. Prequalification is most frequently used for projects with sophisticated building systems, a unique site or constructability issue or where project scheduling or sequencing is critical.
- 1103.3** The bar chart in Figure 1103-1 depicts reasonable times for elements of the prequalification process. Shorter times may be used, provided they are consistent with the intent of the minimum time specified in §2.2-43??. The agency shall advertise for the prequalification in at least two (2) newspapers ????, one of which has daily statewide circulation; on the On-Line Bids page of eVA, Virginia's central electronic procurement website. The URL is <http://vbo.dgs.state.va.us>; and shall post the advertisement in the public area where Invitations to Bid are generally posted. The date set for receipt of the Standard Form for Contractor's Statement of Qualifications shall be at least thirty (30) calendar days from the date of the initial newspaper advertisement.
- 1103.4** The Standard Form for Contractor's Statement of Qualifications, G.S. Form E&B CO-16 (CO-16) shall be the application form submitted by contractors when applying to be prequalified for a particular construction project. The CO-16, when provided to interested contractors, shall be accompanied by the minimum qualification criteria for the proposed construction contract.
- 1103.5** The agency shall establish a committee (the Building Committee) of at least five (5) state employees to review the CO-16 forms submitted by interested contractors and determine which, if any, of the contractors shall be prequalified. Of the five (5) persons one shall be a certified ?? Virginia Construction Contracting Officer (VCCO) of the agency, one shall be a registered architect or engineer and one shall be the project manager for the proposed project. The remaining persons should be state employees familiar with the design and construction industry. The A/E for the project may, at the discretion of the Committee, serve as an advisor to the Committee.
- 1103.6** *Code of Virginia*, §2.2-43??, permits a state agency to deny prequalification to any contractor only if the agency finds at least one of the following:
- a. The contractor does not have sufficient financial ability to perform the contract. Evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required for the project shall be sufficient to establish financial ability;

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

- b. The contractor does not have appropriate experience to perform the construction project in question;
- c. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction;
- d. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body, without good cause. A state agency may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto was given to the contractor at that time, with the opportunity to respond;
- e. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting;
- f. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and
- g. The contractor failed to provide to the agency, in a timely manner, any information requested by the agency relevant to (a) through (f) above.

The state agency shall deny prequalification to any contractor who does not have the requisite Virginia license issued by the Virginia Board of Contractors to perform work in Virginia pursuant to *Code of Virginia*, §????.

1103.7 The agency shall notify, in writing, each contractor that submitted the CO-16 whether that contractor has been prequalified. If a contractor is denied prequalification, the written notice to that contractor shall state the reason(s) for denial of prequalification and the factual basis of such reasons(s). The written notice to each contractor shall be delivered by U. S. mail. A contractor denied prequalification shall have ten (10) calendar days from the postmark date of the written notice from the agency in which to appeal the denial of prequalification. The contractor shall submit the written appeal with any additional information which may support the appeal to the agency's designated appeal officer (Appeal Officer).

For higher education agencies the Appeal Officer shall be the Vice President for Finance / Administration. Non-higher education agencies shall designate an equivalent organizational position to serve as Appeal Officer. The Committee shall review the information submitted and make a recommendation on the appeal to the Appeal Officer within ten (10) calendar days of the date of the Appeal Officer's receipt of the appeal. The Appeal Officer shall notify the contractor, in writing, of his/her decision within fifteen (15) calendar days of receipt of the

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

appeal. The decision of the Appeal Officer shall be the final agency decision. There is no further administrative appeal procedure pursuant to *Code of Virginia*, §2.2-43?? and §2.2-43??. However, the contractor may initiate legal action pursuant to *Code of Virginia*, §2.2-43?? and §2.2-43??.

- 1103.8** Verification of References supplied by the contractor in Sections VI: 1, 2, 3 & 5 of the CO-16 shall be accomplished using the contractor reference sheet found on the DGS Forms Center.
- 1103.9** Contractor experience qualification criteria shall be sufficiently general so that contractors with the qualifications and experience to satisfactorily complete the proposed project will not be arbitrarily excluded. For example, requiring a contractor to have constructed a two-story college dormitory is too restrictive. Therefore, experience criteria shall be expressed in terms such as the building's:
- **functional type** (classroom, dining facility, maximum security prison, etc.);
 - **job site access** (dense urban location surrounded by multiple story buildings, open rural area, etc.);
 - **height and physical size** (14 stories with 4 below grade floors; 250,000 gross square feet);
 - **foundation system** (piles, spread footings, mat foundation, etc.);
 - **structural system** (reinforced cast in place concrete; structural steel; precast concrete members, etc.);
 - **exterior wall system** (granite panels; glass store front; brick with CMU back-up, etc.);
 - **electrical service and distribution;**
 - **mechanical system** (gas-fired package boilers; four pipe hot water/chilled water; centrifugal chiller, VAV box, etc.);
 - **number of subcontractors used on a typical job;**
 - **roofing system** (four-ply built-up; single-ply EPDM, etc.); and other similar criteria.
- 1103.10** Qualification criteria I, III, V and VI in the standard qualification criteria package on the DGS Forms Center shall not be changed without the prior written approval of the Director of the Division of Engineering and Buildings. Qualification criteria for Experience (II) shall be customized to fit the particular project for which prequalification is intended.
- 1103.11** The Notice of Invitation for Bids for the project shall be published in two (2) newspapers, as required by Chapter 10, Section 1003, of the **Manual**, and on the On-Line Bids page of eVA, Virginia's central electronic procurement website. The URL is <http://vbo.dgs.state.va.us>. The advertisement shall appear no less than 30 days prior to the date of bid receipt, unless otherwise approved by the Director of the Bureau of Capital Outlay Management. The advertisement shall state that bids will be accepted only from those contractors prequalified to bid on the project. Further, contractor shall be a registered vendor with the eVA electronic procurement system

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

1104.0 Procedures for Competitive Negotiations for Construction Contracts (where authorized)

This section is reserved for pending statement of requirements.

CONSTRUCTION & PROFESSIONAL SERVICES MANUAL – 2004

CHAPTER 11: SPECIAL CONSTRUCTION PROCEDURES

Task	Week:	Month 1							Month 2							Month 3							Month 4						
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18										
1	Prepare Questionnaire	10 days																											
2	Advertise for Qualification Statements								30 days																				
3	Receive Statements								1 day																				
4	Review Statements								14 days																				
5	Check References								14 days																				
6	Issue Notifications								5 days																				
7	Appeal Period								10 days																				
8	Review of Appeal								10 days																				
9	Issue Final Decision								5 days																				
10	Advertise for and Receive Bids								30 days																				

Prequalification Process

Figure 1103.3